



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 March 2018

Description of the assignment:

The consultant will conduct a photography assignment to support the implementation of the communications strategy for UNDP Sub-Regional Response Facility's upcoming research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis".

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|-----------------------|---|
| Post Title: | International Photographer |
| Starting Date: | 1 April 2018 |
| Duration: | 25 working days (until 10 May 2018) |
| Location: | Jordan and Lebanon |
| Project: | Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis |

CONTEXT/BACKGROUND

Background

The conflict in Syria has caused the largest displacement of people in recent times, and has severely strained the economic and social systems and related institutions in neighboring countries. The absence of a prospect for positive solution to the Syrian crisis and the significant influx of refugees brought substantial stress to the hosting societies and communities.

The multifaceted nature of the conflict has challenged standard conflict resolution mechanisms as well as traditional responses to protracted crisis. How the countries in the region cope with the lengthening conflict in Syria and the unprecedented demographic shock and what can be done to improve international burden sharing are therefore questions of regional and international concern.

Host communities and host countries are faced with many challenges and questions about how best to cope with the situations they face. Whether living in formal or informal shelters and housing, or

hosted by the community, many refugees are suffering from loss of income, loss of productive means and disrupted livelihoods. Host communities and other affected communities may be facing pressure on services, the local economy and rule of law. Given the signs that refugee populations are unlikely to be able to return safely to their homes or new settlement areas in Syria in the near future, national and international partners have started exploring alternative scenarios to effectively address the long-term impact of the unprecedented demographic shock.

There is a general recognition that prevailing policies on refugees' status in host communities were developed under the assumption of an early solution to the conflict in Syria, which implied a rapid voluntary repatriation to their home country. The reality has shown the opposite. One area where improvements are possible is in regulatory frameworks and practices regarding residency, access to employment and services, and access to national and local social safety-nets. The legal status of refugees, local regulations and other formal and informal practices can all act as bottlenecks to refugees' access to assistance, especially those residing in host-communities (which is the large majority). More importantly, some approaches and practice can limit the opportunities of refugees to access livelihood opportunities and to benefit from basic public services. In general, addressing such bottlenecks can reduce the longer-term financial costs and burdens of crisis response. However, circumstances vary from country to country and what would produce the best improvements in one location may be quite different from another.

Project Description

The Sub-Regional Response Facility (SRF) is helping develop a resilience-based development response, to improve sub-regional coordination, enhance cost-effectiveness, and harmonize a comprehensive, multi-country response under the leadership of the governments of Syria's neighbours – Turkey, Lebanon, Jordan, Iraq, and Egypt.

Scope of work and deliverables:

Under the Supervision of the Policy and Crisis-Coordination Specialist, the consultant will be responsible for developing photo content for all publications related to "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis".

Deliverables and results:

- Provide at least 250 high resolution publishable digital photographs.
- All photography should be digital, using professional quality equipment. It is expected that the photographer will use a digital SLR camera with a minimum of 10 megapixels and high-quality lenses; a separate, high quality flash unit should be available for interiors where necessary. The number of unique locations and settings will be agreed with UNDP.
- Final, high-resolution images and captions are required to be delivered electronically within 5 working days of return to the point of origin. We seek high resolution images suitable for high resolution printing.
- Full, detailed captions in English for each photograph, provided as a separate text document, specifying accurately the following details:
 - The date of the photograph
 - The location of photograph
 - The name of the main subject (s) where relevant
 - The job titles and organizations represented, of the main subjects
 - A brief description of the activities represented

| Deliverables/Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required | Payment Schedule |
|---|--------------------------------|---------------------------|--|---|
| <p><u>Deliverable 1:</u></p> <p>Provide at least 250 high resolution publishable digital photographs. All photography should be digital, using professional quality equipment. It is expected that the photographer will use a digital SLR camera with a minimum of 10 megapixels and high- quality lenses; a separate, high quality flash unit should be available for interiors where necessary.</p> <p>-Final, high-resolution images and captions are required to be delivered electronically within 5 working days of return to the point of origin. We seek high resolution images suitable for high resolution printing.</p> <p><u>Deliverable 2:</u></p> <p>Full, detailed captions in English for each photograph, provided as a separate text document, specifying accurately the following details:</p> <ul style="list-style-type: none"> -The date of the photograph -The location of photograph -The name of the main subject (s) where relevant -The job titles and organizations represented, of the main subjects -A brief description of the activities represented -The name of the photographer | 25 working days | 10 th May 2018 | Michael Moroz, Policy & Crisis Coordination Specialist | 100% after the satisfactory completion of required deliverables |

TRAVEL PLAN

Part of this assignment will require the consultant to travel to Jordan and Lebanon, with the preliminary travel plan/schedule hereunder.

Any change to the preliminary travel plan/schedule hereunder, in such cases, UNDP will cover travel costs in accordance with corporate regulations and rules.

| Country | Duration | Number of missions | Number of days at each destination | No. of round economy tickets |
|----------------------------|----------|--------------------|------------------------------------|------------------------------|
| Home- Amman- Home | 10 days | 1 | 10 days excluding travel days | 1 |
| Amman- Beirut- Amman | 5 days | 1 | 5 days excluding travel days | 1 |

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education:

- ☐ Bachelor's Degree, preferably in media, journalism, art communication, or social development

Professional Experience:

- ☐ At least 5 years of relevant work experience as a published professional photographer;
- ☐ Previous experience with UN agencies;
- ☐ Strong knowledge of Jordan, Lebanon, and Iraq, and professional photojournalism experience in the Middle East.

Language Skills:

- ☐ Fluency in English, Arabic is an advantage.

COMPETENCIES

Corporate competencies

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

Functional Competencies

- ☐ Strong knowledge of development and humanitarian issues;
- ☐ Ability to advocate and articulate clear messages;
- ☐ Ability to work in a high-pressure work environment with frequent urgent deadlines;
- ☐ High level logical and methodical organizational skills;
- ☐ Focuses on impact and result for the client;
- ☐ Interacts effectively with a diversity of stakeholders;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Demonstrates openness to change;
- ☐ Responds positively to critical feedback and differing points of view.

Management and Leadership

- ☐ Focuses on impact and result for the client
- ☐ Interacts effectively with all levels of the organization
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Builds strong relationships with clients and external actors
- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines
- ☐ Demonstrates openness to change
- ☐ Responds positively to critical feedback and differing points of view

Other Requirements:

- The photographer must observe Minimum Operational Security Standards (MOSS) as communicated by the United Nations for the location(s) visited.
- Photography must be limited to the subjects, people, infrastructure and other elements agreed with UNDP.
- The photographer(s) must be mindful of local sensitivities. In many locations it is prohibited to photograph military or government installations such as airports and the photographer(s) must take care to observe these limitations and comply with local authorities where necessary.

Notes:

- No photographer(s) should incur expenses without express authorization from UNDP. UNDP will not be responsible for penalties and charges incurred without authorization.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

- c) **Sample of previous work** (e.g. online or printed portfolios) should be submitted (or links provided) to support the application, and a list of recent publication featuring the photographer's work;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to email: Proc.contract.rscjo@undp.org : not later than Saturday 31st March at 11:00 AM (Amman Time +3GMT) the following documents:

- **CV/P11**
- **Confirm availability and financial proposal**
- **Sample of previous work**
- **Brief description of why you consider yourself as the most suitable for the assignment**

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown (consultancy fees, round travel tickets, travel cost, living allowances during the missions., etc.) as per travel plan above

Travel;

All envisaged travel costs must be included in the financial proposal.

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- ☐ At least 5 years of relevant work experience as a published professional photographer,
- ☐ Previous experience with UN agencies
- ☐ Strong knowledge of Jordan, Lebanon, and Iraq, and professional photojournalism experience in the Middle East.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

- ☐ Bachelor's Degree, preferably in media, journalism, art communication, or social development; 20%
- ☐ At least 5 years of relevant work experience as a published professional photographer; 25%
- ☐ Previous experience with UN agencies; 10%
- ☐ Sample of previous work and list of recent publications; 25%
- ☐ Strong knowledge of Jordan, Lebanon, and Iraq, and professional photojournalism experience in the Middle East; 20%.

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.